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**HEALTH COMMISSION  
CITY AND COUNTY OF SAN  
FRANCISCO**

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**AGENDA  
JOINT CONFERENCE COMMITTEE MEETING  
FOR LAGUNA HONDA HOSPITAL AND  
REHABILITATION CENTER  
January 10, 2023, 4:00 p.m.  
Remote Meeting via Webex Event**

To protect the Health Commission members, DPH staff, and members of the public during the COVID-19 health emergency, the Health Commission will hold a remote meeting. Members of the public are encouraged to also participate in this meeting remotely. Please see the information on page 4 of this agenda for remote meeting access and instructions for making public comment.

COMMITTEES OF THE HEALTH COMMISSION CONSIST OF THREE MEMBERS OF THE COMMISSION. IF A QUORUM OF THE HEALTH COMMISSION IS PRESENT AT THIS COMMITTEE MEETING, IT CONSTITUTES A SPECIAL MEETING OF THE COMMISSION AND ALL COMMISSION MEMBERS MAY PARTICIPATE IN THE DISCUSSION ON AN ITEM ON THE AGENDA AND MAY VOTE WITH THE MEMBERS OF THIS COMMITTEE. ANY ACTION TAKEN AT THIS SPECIAL MEETING SHALL BE TREATED AS RECOMMENDATIONS THAT SHALL BE REPORTED TO THE HEALTH COMMISSION AT A REGULAR MEETING FOR ACTION. THE HEALTH COMMISSION SECRETARY SHALL MAKE A NOTE OF THE PRESENCE OF THE ADDITIONAL COMMISSIONERS IN THE MINUTES, AND DISCUSSION SHALL BE LIMITED TO ITEMS NOTICED ON THIS AGENDA.

Commissioner Tessie Guillermo, Chair  
Commissioner Edward A. Chow, M.D., Member  
Commissioner Laurie Green, M.D., Member

**1. CALL TO ORDER**

**RAMAYTUSH OHOLONE LAND ACKNOWLEDGEMENT**

The San Francisco Health Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush (rah-my-toosh) Ohlone (O-lon-ee) who are the original inhabitants of the San Francisco Peninsula. As the Indigenous stewards of this land, and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize



**December 2022**

<b><u>Item</u></b>	<b><u>Scope</u></b>	<b><u>Policy No.</u></b>	<b><u>Policy Title</u></b>
1	Facility-wide	01-06	Administrator on Duty
2	Facility-wide	20-06	Leave of Absence (LOA), Out on Pass (OOP) and Bed Hold
3	Facility-wide	22-07_A01	Physical Restraints
4	Facility-wide	22-07_A02	Physical Restraints - Acute Units
5	Facility-wide	22-09	Psychiatric Emergencies
6	Facility-wide	22-12	Clinical Search Protocol
7	Facility-wide	22-13	Bed Rail Use
8	Facility-wide	22-14	Resident Activities
9	Facility-wide	22-15	Communications Within and External to the Facility
10	Facility-wide	22-16	Effective Communication - Resident Who is Deaf
11	Facility-wide	22-17	Resident Email and Video Communications
12	Facility-wide	22-18	Resident Right to Privacy in Communication
13	Facility-wide	23-02	Completion of Resident Assessment Instrument Minimum Data Set
14	Facility-wide	24-01	Culturally Competent Care Policy
15	Facility-wide	24-02	Promoting Maintaining Resident Dignity Policy
16	Facility-wide	24-04	Trauma Informed Care
17	Facility-wide	24-06	Resident/Patient and Visitor Complaints/Grievances
18	Facility-wide	24-07	Resident Visitation
19	Facility-wide	24-10	Close Observation
20	Facility-wide	24-14	Opioid Overdose Prevention
21	Facility-wide	24-16	Code Blue
22	Facility-wide	24-16	Code Blue Appendix 8 - Crash Cart Injection Reference
23	Facility-wide	24-16	Code Blue Appendix 11 - Emergency Box Contents
24	Facility-wide	24-16	Code Blue Appendix 12 - Crash Cart Medication Drawer
25	Facility-wide	24-25	Harm Reduction
26	Facility-wide	24-28	Behavioral Health
27	Facility-wide	25-06	Pain Recognition Assessment and Management
28	Facility-wide	25-07	Antimicrobial Stewardship Program
29	Facility-wide	25-13	Herbal Supplement
30	Facility-wide	25-14	Unnecessary Drugs Without Adequate Indication for Use Policy
31	Facility-wide	55-04	Triple Check Process
32	Facility-wide	60-04	Unusual Occurrences
33	Facility-wide	70-01 B3	Resident Evacuation Plan
34	Facility-wide	71-12	Fire Drill
35	Facility-wide	72-01 A02	Infection Prevention and Control Program
36	Facility-wide	72-01 A03	Infection Preventionist
37	Facility-wide	72-01 A04	Infection Reporting Policy
38	Facility-wide	72-01 A05	Infection Control Surveillance Program
39	Facility-wide	72-01 A10	Infection Outbreak Investigation and SURGE Response
40	Facility-wide	72-01 A11	Water Management
41	Facility-wide	72-01 B14	Visitors Guidelines for Infection Prevention
42	Facility-wide	72-01 B5	Transmission-Based Precautions
43	Facility-wide	75-05	Illicit or Diverted Drugs and Paraphernalia

44	Facility-wide	76-02	Smoke and Tobacco Free Environment
45	Facility-wide	80-03	Student, Volunteer and Consultant Orientation
46	Facility-wide	80-05	Staff Education Program
47	Pharmacy	01.03.00	Personal Medication
48	Pharmacy	02.01.03	Bedside Storage of Medications
49	Pharmacy	02.01.04	Pass Medication
50	Pharmacy	02.01.05	Pharmacy Computer Down Time
51	Pharmacy	02.01.09	Repacking Medication
52	Pharmacy	02.01.10	Operations When Pharmacist is not Present
53	Pharmacy	02.02.02	Fentanyl Transdermal Patches
54	Pharmacy	02.03.00	Emergency and Supplemental Medication Supplies
55	Pharmacy	02.05.00	Investigational Drugs
56	Pharmacy	03.01.00	Quality Assessment and Improvement Plan
57	Pharmacy	03.01.02	Medication Pass Observation
58	Pharmacy	03.03.00	Infection Control
59	Pharmacy	04.01.00	Safety and Emergency Preparedness
60	Pharmacy	04.01.01	Duties and Responsibilities During Disasters and Disaster Drill
61	Pharmacy	06.03.00	Discharge Counseling
62	Pharmacy	07.01.00	Sterile Product Preparation, Handling and Disposal
63	Pharmacy	07.02.00	Hazardous Drug Preparation, Handling and Disposal
64	Pharmacy	09.01.00	Automated Dispensing Cabinets
65	Pharmacy	09.02.00	ADC Report Review
66	Pharmacy	09.03.00	Periodic Check of Registry
67	Pharmacy	09.04.00	Medication Unit Dose Packager (Parata ATP)
68	EVS	VIII	Safety
69	Facility	LS-1	Fire Safety
70	Facility	LS-12	Fire Watch
71	Nursing	A 02.0	Nursing Services
72	Nursing	A 4.0	Nursing Clinical Competency Program
73	Nursing	A 5.0	Nursing Clinical Affiliations (Student Placements)
74	Nursing	A 6.0	Orientation of Nursing Personnel
75	Nursing	A 8.0	Decentralized Staffing
76	Nursing	B 5.0	Resident Identification and Color Codes
77	Nursing	B 9.0	Documenting and Reporting Resident Allergies
78	Nursing	C 3.0	Documentation of Resident Care/Status by the Licensed Nurse - SNF
79	Nursing	C 9.0	Transcription and Processing of Orders
80	Nursing	D5 1.0	Foot Care
81	Nursing	D6 3.0	Range of Motion Exercise
82	Nursing	I 5.0	Oxygen Administration
83	Nursing	J 1.0	Medication Administration
84	Nursing	XX	Nursing Staff Education
85	FNS	1.12	Isolation Trays
86	FNS	1.74	Safety Inspection
87	FNS	1.93	Food Preparation Standards
88	FNS	1.94	Safety Standards

*(Continued next page)*

## January 2023

<b><u>Item</u></b>	<b><u>Scope</u></b>	<b><u>Policy No.</u></b>	<b><u>Policy Title</u></b>
1	Facility-wide	20-12	Discharge Cleaning
2	Facility-wide	24-18	Resident Locator
3	Facility-wide	25-01	High Risk - High Alert Medications
4	Facility-wide	25-02	Safe Medication Orders
5	Facility-wide	26-02	Management of Dysphagia and Aspiration Risk
6	Facility-wide	26-03	Enteral Tube Nutrition
7	Facility-wide	26-04	Resident Dining Services
8	Facility-wide	26-06	Meal Tray Service Galley Sanitation
9	Facility-wide	72-01 A1	Authority of Infection Control Committee
10	Facility-wide	72-01 B2	Hand Hygiene
11	Facility-wide	72-01 B3	Antibiotic Stewardship and Infection Control
12	Facility-wide	72-01 B9	Infection Control Post-Mortem Care Guidelines
13	Facility-wide	72-01 B24	Respiratory Hygiene/Cough Etiquette
14	Facility-wide	72-01 B25	Isolation Carts
15	Facility-wide	72-01 C16	Scabies Management
16	Facility-wide	72-01 C17	Pediculosis (Lice) Management
17	Facility-wide	72-01 C18	Clostridioides Difficile Guidelines
18	Facility-wide	72-01 C22	Influenza Immunization
19	Facility-wide	72-01 C24	Employee Influenza Vaccination
20	Facility-wide	72-01 C26	Guidelines for Prevention and Control of Tuberculosis
21	Facility-wide	72-01 C27	Care of Tuberculosis Patient Placed on Civil Detention
22	Facility-wide	72-01 E14	Infection Control for Rehabilitation Services
23	Facility-wide	72-01 F1	Renovation/Construction Infection Control Guidelines
24	Facility-wide	72-01 F4	Management of Hospital- Provided Linen
25	Facility-wide	72-01 F10	Blood/Body Fluid Clean-Up
26	Facility-wide	72-01 F15	Storage of Sterile Medical Supplies
27	Facility-wide	80-01	Key Personnel Whereabouts
28	Facility-wide	80-02	Employee and Volunteer Identification
29	Facility-wide	80-04	Employee Regulations
30	Facility-wide	80-06	Staff Alcoholic Consumption
31	Facility-wide	80-09	Prohibition Against Political Activity
32	Facility-wide	80-10	Prohibition of Harassment and Bullying
33	Facility-wide	80-11	Payroll Time Reporting and Controls
34	Facility-wide	80-12	Lactation Accommodation for Employees at the Workplace
35	Nursing	M 5.0	Protocol for Using Psychotropic Medications for Emergency Behavioral Situations

### 9. **CLOSED SESSION**

- A) Public comments on all matters pertaining to the Closed Session. (San Francisco Administrative Code Section 67.15).
- B) Vote on whether to hold a Closed Session. (Action Item)
- C) Closed Session Pursuant to Evidence Code Sections 1156, 1156.1, 1157, 1157.5, 1157.6, and 1157.7; Health and Safety Code Section 1461; San Francisco Administrative Code

Sections 67.5, 67.8, 67.8-1, and 67.10; and California Constitution, Article I, Section 1.

**FOR ACTION:** **CONSIDERATION OF MEDICAL STAFF  
CREDENTIALING MATTERS**  
(Lisa Hoo, MD)

**OR ACTION:** **CONSIDERATION OF MEDICAL QUALITY IMPROVEMENT**  
(Daniela Kim, MD)

**FOR ACTION:** **CONSIDERATION OF PERFORMANCE IMPROVEMENT  
AND PATIENT SAFETY REPORTS AND PEER REVIEWS**  
(Nawzaneen Talai, Chief Quality Officer)

**FOR DISCUSSION:** **QUALITY IMPROVEMENT MEDICARE RECERTIFICATION  
UPDATE AND QUALITY IMPROVEMENT CLOSURE PLAN  
UPDATE**  
(Nawzaneen Talai, MPH, Chief Quality Officer)

**RECONVENE IN OPEN SESSION**

1. Discussion and Vote to elect whether to disclose any portion of the closed session discussion that is not confidential under Federal or State law, The Charter, or Non-Waivable Privilege (San Francisco Administrative Code Section 67.12(a).) (Action item)
2. Possible report on action taken in closed session (Government Code Sections 54957.1(a) and 54957.7(b) and San Francisco Administrative Code Section 67.12(b)).

**10. FOR ACTION: POSSIBLE DISCLOSURE OF CLOSED SESSION INFORMATION**

DISCUSSION AND VOTE IN OPEN SESSION TO ELECT WHETHER TO DISCLOSE ANY PORTION OF THE CLOSED SESSION DISCUSSION THAT IS NOT CONFIDENTIAL UNDER FEDERAL OR STATE LAW, THE CHARTER, OR NON-WAIVABLE PRIVILEGE (SAN FRANCISCO ADMINISTRATIVE CODE SECTION 67.12(A)); AND POSSIBLE DISCLOSURE.

**11. ADJOURNMENT**

- \* **Explanatory documents are available at the Health Commission Office, 101 Grove Street, Room #311. If any materials related to an item on this agenda have been distributed to the Laguna Honda Hospital Joint Conference Committee after distribution of the agenda packet, those materials are available for public inspection at the Health Commission Office at the address above during normal business hours.**

If you require special listening devices, American Sign Language interpreters and readers, large print copy of agenda or other special services, please advise Laguna Honda Administration at (415) 759-2363, at least 72 hours prior to the meeting. Late requests will be honored, if possible.

### Know Your Rights Under the Sunshine Ordinance

The Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Adele Destro by mail to Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102, by phone at (415) 554-7724, by fax at (415) 554-7854 or by email at [sotf@sfgov.org](mailto:sotf@sfgov.org) Citizens may obtain a free copy of the Sunshine Ordinance by contacting Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://sfbos.org/index.aspx?page=5551#67.12>.

### San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; and website: [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

### **Remote Meeting Access Information**

**View the meeting at the links below:**

<https://sfdph.webex.com/sfdph/onstage/g.php?MTID=e1bde5810150ea680e5b498089826a441>

NOTE: Depending on your broadband/WIFI connection, there may be a delay when viewing the meeting live.

**PUBLIC COMMENT CALL-IN: 415-655-0003/ Access Code: 2461 074 9884**

After entering the access code, press # twice to listen to the meeting  
(There is no delay when listening to the meeting using this number.)

#### **Information Regarding Providing Public Comment**

- Each individual may comment 1 time per agenda item.
- Each individual may speak for up to 3 minutes; after which time the line is automatically silenced.
- To make public comment on a specific agenda item, dial in using the information above, when the item is called.
- Dial “\*3” to be added to the public comment queue for this item.
- When it is your time to speak, you will hear “Your line has been unmuted.”
- Ensure you are in a quiet location.
- Before you speak, mute the sound of any equipment around you including televisions, radios, and computers. It is especially important that you **mute your computer** so there is no echo sound when you speak.
- When the Commission Secretary states, “Next Caller,” you are encouraged to state your name clearly. As soon as you speak, your 3-minute allotment will begin.
- After you speak, you will go back to listening mode. You may stay on the line to provide public comment on another item.